



**Office of Energy Programs**  
**Energy Consultant**  
**State Facility Utility Management Section**  
Salary Range: \$55,000 - \$70,000

**About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. Environmental Protection Agency to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water and groundwater pollution, and water supply. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

**About the Office of Energy Programs (OEP) – State Facility Utility Management (SFUM) Section**

TDEC OEP is designated as the State Energy Office for Tennessee under the U.S. Department of Energy's DOE State Energy Program (SEP). OEP oversees a variety of energy related initiatives and technical assistance programs that address the following TDEC and SEP long-term goals:

- Increase energy efficiency; reduce energy costs.
- Improve the reliability of electricity, fuel, and energy services delivery.
- Develop alternative and renewable energy resources.
- Promote economic growth with improved environmental quality.

To maximize utility savings opportunities for State facilities, the OEP SFUM section will be launched on January 1, 2017. SFUM will oversee various statutory responsibilities related to utility data and energy management for State facilities (Tenn. Code Ann. §§ 4-3-1012 and 4-3-1017-1019). SFUM will also oversee EmPower TN, an initiative to reduce energy consumption and costs across State-owned and managed facilities. The initiative includes a portfolio of energy efficiency projects (\$37.5 million budget) in varying stages of development and implementation and the implementation of a Utility Data Management (UDM) system and related metering infrastructure (\$6.2 million budget) to

manage the State's utility bills and identify future opportunities. The UDM project encompasses over 7000 utility meters and accounts from over 300 different utility providers.

### **Summary of Position**

This Executive Service position is located in the TDEC's Central Office in Nashville and reports to SFUM Director. The selected candidate will assist the SFUM Director and team with the development and implementation of a utility data and energy management program for State facilities, with a particular focus on the delivery of technical assistance and training opportunities and the management of external stakeholder relationships. The selected candidate will also provide key support for the design, management, and utilization of a UDM system, which will be implemented across all general government agencies and higher education institutions. This position will support ongoing benchmarking, data analysis, project identification, and annual reporting of utility costs, usage, and savings related to capital projects or operational programs.

### **Principal Duties and Responsibilities**

- Assist Energy Systems Engineer or consultants conduct facility audits and assessments for a diverse portfolio; prepare or review related reports, including recommendations for operation, maintenance, and capital projects; assist SFUM Director develop new or update existing strategic energy management plans to improve performance of said facilities.
- Work with State agencies and higher education institutions to identify energy management liaisons for each building or group of buildings who will cooperate with and assist SFUM in carrying out statutory responsibilities; assist SFUM Director to conduct needs assessment and analysis with regard to utility management and energy liaison training; coordinate efforts and training of energy management liaisons.
- Coordinate with external stakeholders such as the Tennessee Valley Authority, U.S. Department of Energy, the U.S. Environmental Protection Agency, and/or national laboratories to identify opportunities for technical assistance and training.
- Identify competitive funding opportunities to support SFUM efforts and support development of related proposals and estimated budgets.
- Assist UDM Project Manager with project execution and related contract management; support the development and implementation of a plan for stakeholder outreach, user training, and communication of new policies related to the utilization of the UDM by general government agencies and higher education institutions.
- Coordinate with agencies and higher education institutions, as well as their capital projects teams, to ensure successful implementation of EmPower TN Energy Efficiency Projects or other projects or programs designed to reduce utility costs and consumption.
  - Monitor progress of implementation.
  - Track and analyze cost and consumption data.
  - Prepare lead by example case studies focusing on utility management best practices.
- Co-lead preparation of annual report on the activities and progress of SFUM, including savings information.

### **Knowledge, Skills and Abilities**

- Demonstrated leadership and program coordinator / project management skills; ability to function in a highly demanding work environment and to work effectively in a collaborative team setting.
- Knowledgeable of electric based energy efficiency and demand response technologies, building science, and building energy codes.
- Knowledgeable of principles and practices of measurement and verification of energy savings in commercial and institutional buildings, including the application of deemed savings and various engineering based savings calculation and verification methodologies.
- Ability to analyze cost and performance of proposed and implemented energy efficiency and renewable energy measures and strategies, including performing engineering calculations and using deemed savings values where appropriate.
- Ability to write clearly and succinctly in a variety of communication styles. Deals with concepts and complexity comfortably.
- Possesses strong research and keen analytical skills that support operational and strategic decision-making. Is task oriented; able to break down work into the process steps; develops schedules and anticipates/adjusts for problems and roadblocks. Measures performance against goals and evaluates results.
- Knowledgeable of how state government works; understands the origin and reasoning behind key policies, practices and procedures.
- Dedicated to meeting expectations and requirements of internal and external customers. Establishes and maintains effective and cooperative relationships, earning trust and respect.
- Demonstrates high integrity and good judgment.
- Results oriented with a commitment to the TDEC and SFUM missions.

### **Education / Experience**

Applicants must possess a Bachelors' degree in a related field such as engineering, architecture, building science, environmental science, business, or accounting, as well as four years of increasing responsibility implementing and/or managing utility, energy efficiency, renewable energy, and/or energy management programs or projects. Other degrees will be considered that support the requirements of the position. Certified Energy Manager (CEM), Business Energy Professional (BEP), Professional Energy Manager (PEM), or Project Management Professional (PMP) preferred.

All interested candidates should submit via email a resume, cover letter, and writing sample (e.g., data-focused strategy or planning proposals; energy assessments; strategic energy management plans or reports) to Beth Smith at ([TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov)). The position will remain posted until January 30, 2017. Questions regarding the position should be sent to [TDEC.Careers@tn.gov](mailto:TDEC.Careers@tn.gov).

### **Beth Smith, Director**

#### **Office of Talent Management**

Tennessee Department of Environment and Conservation

William R. Snodgrass TN Tower, 22<sup>nd</sup> Floor

312 Rosa L. Parks Avenue

Nashville, TN 37243

TDEC is an AA/EEO/ADA employer.

